#### **Selection Process**

This recruitment is open and continuous.

The process may include a written and/or performance exam, individual and/or panel interviews, background investigation including a credit check or other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

# THE CITY OF FREMONT IS AN EQUAL **OPPORTUNITY EMPLOYER**

#### REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance of the selection process by calling (510) 494-4660.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.







## Contact the City

Phone: (510) 494-4660 Website: www.fremont.gov/employment

**Human Resources Department** City of Fremont 3300 Capitol Avenue, Building B Fremont, CA 94538













**Invites Your** Interest In The Position Of

# **Police Communications Dispatcher** (Lateral)



Are you interested in being part of a dynamic City where you can truly make a difference? Are you customer service focused? Do you work well under pressure with the ability to multi-task in a fast-paced work environment? Do you enjoy using your problem-solving skills to help the community? Then, the City of Fremont's Police Department wants you!

**Open and continuous** 

12POL21 Posted: 10/8/2012



# Fremont

# **The Fremont Community**

The City of Fremont is a full-service city with a budget of \$133.5 million in fiscal year 2012-2013, employing 840 regular employees. As the 4th largest city in the Bay Area, Fremont enjoys strong demographics and is one of the most culturally and ethnically diverse communities in the region. With its strong and diversified business base, Fremont is an important economic force in the region. It is also recognized for its superior schools, quality parks and amenities, and low crime rate. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.

# Role of Police Communications Dispatcher

The Police Communications Dispatcher will dispatch emergency and non-emergency police personnel in response to calls for service and provide information to law enforcement personnel in the field. Candidates appointed to this position will work in a state of the art communications environment, operating 24 hours a day, 365 days per year. The position's unique work schedule is a 10-hour workday with rotating days off (with 6 month shift rotations). All Police Communications Dispatchers can participate in an on-duty exercise program and apply for specialized dispatch positions.

# **Examples of Responsibilities**

- Receive, monitor and transmit verbal messages over a variety of communication networks.
- Receive information, questions and requests for service from callers who may be injured, confused or abusive.

- Obtain accurate information under difficult conditions.
- Record, classify and maintain records of all communications.
- Prioritize calls for service and dispatch appropriate services which affect the outcome of public safety service.
- Quickly evaluate emergency situations and develop logical working solutions.
- ♦ Learn police codes and various statutes.
- Provide information to field units, other agencies and the public.
- Other related duties as assigned.

#### **Ideal Candidate**

The City is searching for an effective team player who is able to multi-task in a fast-paced work environment. The Police Communications
Dispatcher must be able to learn the principles and techniques of radio communication and record keeping. The successful candidate will possess the ability to communicate clearly both orally and in writing, project a clear, distinct speaking voice, read and interpret maps and act with resourcefulness, courtesy and initiative.

# **Requirements:**

Candidates may apply for the Police Communications Dispatcher (Lateral) recruitment if they meet one of the following criteria:

- Currently employed as a Police Communications Dispatcher by a California law enforcement agency and has successfully completed an agency CTO program and probationary period; or
- Formerly employed as a Police
   Communications Dispatcher with a California law enforcement agency within the last one
   (1) year and had, before separating with that agency, successfully completed an agency
   CTO program and probationary period.

Candidates must successfully pass a comprehensive background investigation, physical which includes drug testing (as mandated by the Department of Transportation) and be able to distinguish and interpret the meaning of colors on video display terminals.

In order to move forward in the process, you must meet the following score requirements on the CritiCall\* exam (dated within one year of the application filing deadline date):

1.	Data Entry MT (Audio)	2525
2.	Call Summarization 1	71
3.	Call Summarization 2 MT	77
4.	Cross Referencing (Audio)	57
5.	Memory Recall-Numeric (Audio)	70
6.	Prioritization	71
7.	Map Reading	77
8.	Reading Comprehension	79
9.	Average Overall Score	77

# **Application Instructions**

To be considered for this position, submit a completed City application, supplemental questionnaire, resume, and a CritiCall\* exam certificate:

- Through our online application system at www.fremont.gov/apply;
- ◆ To the Human Resources Department at 3300 Capitol Avenue, Building B, Fremont, CA 94538 or;
- ◆ In the Employment Application drop box located near the entrance to City Hall.

### \*CritiCall

To obtain a CritiCall exam certificate, you can schedule and take the exam through The Academy located on the Evergreen Valley College campus. More information including the testing schedule can be found at:

http://theacademy.ca.gov/tests

# **Compensation and Benefits**

The annual salary is \$62,318 — \$75,757 depending on qualifications. Current benefit features include:

### Cal PERS Retirement Benefit\*

- ◆ Legacy Employees 2 % @ 60 benefit, 3 yr. final average compensation.
- ◆ New Employees 2% @ 62 benefit 3 yr. final average compensation.
- ◆ 10.63% employee-paid portion of PERS is tax deferred (7% employee required contribution and 3.63% cost sharing eff. 7/1/12)
- Cafeteria Benefit Plan for employees/ dependents includes Teamsters Local 856 Trust Fund for vision, medical and dental plans; child care and medical expenses can be paid for with pre-tax dollars.
- ◆ 192 hours of general leave time per year. General leave may be used for vacation and sick leave.
- ◆ Thirteen paid holidays, including one floating holiday.
- City paid term life and AD&D insurance of \$50,000 and long-term disability insurance.
- Optional supplemental life insurance, shortterm disability insurance, AD&D insurance, and deferred compensation plans available.

The probationary period for this Teamsters represented position is twelve (12) months, which begins after successfully completing the (9) month internal training program.

\*Refer to CalPERS web site for complete definitions of Legacy and New employees: calpers.ca.gov

